



**TOWN OF TRUMBULL**

**REQUEST FOR QUALIFICATIONS  
ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR**

**RFQ # 5899      DUE: JUNE 15, 2011 @ 3:00 P.M.**

**GENERAL INFORMATION**

**1. INTRODUCTION**

This Request for Qualifications (RFQ) is prepared on behalf of the Trumbull Economic Development Commission to solicit responses from responsible individuals (hereafter referred to as "consultant") to perform Economic and Community Development Director duties for the Town of Trumbull (hereafter referred to as Town). Responses to this request shall be in accordance with the requirements and responsibilities contained herein.

**2. ISSUING OFFICE AND INQUIRIES**

This RFQ is being issued by the Purchasing Department of the Town. All inquiries shall be directed to the Robert J. Chimini, Purchasing Agent, (203.452.5042) or [rchimini@trumbull-ct.gov](mailto:rchimini@trumbull-ct.gov).

**3. TIME AND SUBMISSION**

- a) Responses to this RFQ shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour.
- b) A submittal may withdraw at any time prior to the above scheduled date and time. Any response received after the above scheduled date and time shall not be considered or opened.
- c) Five (5) complete sets of the responses are to be submitted in a sealed envelope to the Purchasing Agent and clearly labeled and addressed as follows:

TOWN OF TRUMBULL  
RFQ # 5899 - ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR  
Robert J. Chimini, Purchasing Agent  
5866 Main Street, Trumbull, CT 06611

**4. INCURRING COST**

The Town will not be held responsible for any costs incurred by the Consultant for work performed in the preparation and production of the response or for any work performed prior to the issuance of a contract.

**5. REJECTION OF RESPONSE**

The Town reserves the right to reject any or all responses in whole or in part or to waive any informality or technicality, irregularity or omissions if, in its judgment, the best interest of the Town will be served.

**6. PROPRIETARY INFORMATION**

The Town shall not disclose any portion of the responses except to members of the Evaluation Team prior to contract award. The Town retains the right to disclose the name of the successful Consultant, the financial considerations, and any other information that is pertinent to the selection of the Consultant.

**7. AVAILABILITY OF FUNDS**

The contract award under this RFQ is contingent upon the availability of funds to the Town for this requirement. In the event that funds are no longer available for this requirement, any contract resulting from this RFQ shall become void and of no force and effect.

8. **PAYMENT**

The Consultant will bill the Town based on the submission of monthly invoices in a format to be determined by the Town Finance Department.

9. **CONTRACT AGREEMENT AND TERMINATION**

- a) The Town desires to engage Economic Development Director Services on a contract basis and the term of the agreement shall be two (2) years.
- b) The selected Consultant shall be required to agree to and sign a formal written contract between the Town and the Consultant.
- c) The Town or Consultant may terminate the contract at any time by giving at least thirty (30) days written notice.

10. **EXCLUSIVITY AGREEMENT**

The selected Consultant shall agree, by its contract with the Town, to SOLELY represent the Town of Trumbull and its interests for the duration of said contract and shall not perform Economic Development and Community Development activities for any other municipality or government entity during that time. Failure to do so shall result in immediate termination of any contract.

11. **OWNERSHIP INFORMATION**

- a) The Town shall have unlimited right to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented, or furnished by the Consultant under any contract resulting from this RFQ.
- b) In the event of contract award, all data collected and other documentation produced as part of the contract will become the exclusive property of the Town and may not be copied or removed by the Consultant without written permission of the Town.

12. **NEGOTIATED CHANGES**

In the event negotiated changes occur after the awarding of the contract, the same pricing policies called for in the original contract will remain in effect.

13. **RESPONSE FORMAT**

The qualifications response submittal shall specifically include but not be limited to:

- a) **Letter of Interest** – Provide a signed letter of interest, describing in narrative form your qualifications that will assist the Town in making its selection with respect Economic and Community Development Director for the Town of Trumbull.
- b) **A Formal Resume**
- c) **Three (3) references with contact information**
- d) Any other information that in your opinion, may allow the Town to make a fair assessment of your experience and abilities.

14. **HOLD HARMLESS CLAUSE**

The consultant agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

15. **CONFLICT OF INTEREST**

No contract shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such contract is contemplated shall be made known in writing to the agency making such contract, and notice thereof posted, for at least five (5) days before such contract be made, in the office of the agency making such contract and in a public place in the Trumbull Town Hall.

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**RESPONSIBILITIES AND REQUIREMENTS**

**GENERAL SUMMARY OF DUTIES**

The Director of Economic and Community Development is responsible for all economic development planning, community development and implementation for the Town of Trumbull. This includes but is not limited to: strategically marketing the Town and establishing a business friendly environment; attracting and retaining targeted technical, industrial, and commercial businesses; working with local businesses, councils, and development groups to foster economic and community development; serving as an advisor and liaison to the Trumbull Economic Development Commission, the First Selectman and the Town of Trumbull. .

**KEY RESPONSIBILITIES**

- Develop and update the town's economic development strategic plan.
- Develop and implement marketing plans, programs, and materials to retain existing businesses and to attract new businesses.
- Identify and promote tax incentives and finance resources to promote business growth.
- Conduct community development activities to help strengthen community and business relationships.
- Initiate and prepare grant proposals for economic development related projects, as well as community development related projects.
- Responsible for the development and ongoing activity of the Commission's website as well as other marketing materials in support of economic development activities.
- Serve as the primary liaison for Trumbull economic development activity, as well as an advisor to town boards and commissions.
- Interface with Town residents, commercial and industrial developers, site selectors, as well as state and other government agencies.

**POSITION REQUIREMENTS**

- Minimum of BA/BS in finance, business administration, public administration, or liberal arts degree.
- Minimum 5 years management/professional experience in economic development and/or related business experience, grant writing and/or government sector preferred.
- Excellent interpersonal/communication skills; experienced in professional presentations.
- Proven ability to prioritize and multitask.
- Self-motivated individual who can operate with minimum supervision.
- Demonstrated sound business judgment and proven strategy development.
- Technical expertise to design and maintain Economic Development website.
- Proficiency in Microsoft Office necessary

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**REFERENCES**

***(To be submitted with proposal – attach additional pages as necessary)***

Include references for similar consulting services provided for at least Three (3) sources in the past five (5) years (attach any other client references if desired). **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED BELOW:**

Organization: \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Description: \_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone/Fax: \_\_\_\_\_  
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\_\_\_\_\_

**TOWN OF TRUMBULL  
ECONOMIC DEVELOPMENT COMMISSION**

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ECONOMIC DEVELOPMENT DIRECTOR**

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**RESPONSE DECLARATION**

The Consultant, in compliance with this Request for Qualification, has examined the specifications and related documents and is familiar with the local conditions surrounding this project. Therefore, the Consultant hereby proposes to provide this service in accordance with this RFQ and any contract documents within the time frames set forth herein and agreed to. The Consultant hereby agrees to commence work on or before a date to be specified in a written Notice to Proceed by the Town. The Consultant agrees to continue to support and bill the Town on an on-going basis throughout the period of the contract.

Response of: \_\_\_\_\_  
(PRINT Name)

Located at: \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, state, zip)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(Mobile)

\_\_\_\_\_  
(Email)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_